

DOCUMENT NO. _____ OSA-2074-63
NO CHANGE IN CLASS. ☐
☒ DECLASSIFIED
CLASS. CHANGED TO: TS S C 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 30/11/61 REVIEWER: 037169

MEMORANDUM FOR:

SUBJECT : Authorization to Expend Funds from Other Components Allotments

1. The Office of Special Activities is from time to time requested to negotiate and administer covert contracts on behalf of other components of the Agency. However, before OSA officials may engage in such activity, the proper delegation of authority must be in hand.

2. In this respect, when requesting that OSA negotiate such contracts or otherwise expend funds from other components allotments, Form 1716 "Authorization to Expend Funds from Other Components Allotments" should be submitted to OSA in three (3) copies. Information submitted should be substantially as, but not limited to, that reflected in the attached sample Form 1716.

3. Since one copy of this form will be submitted to the Finance Division, information which would violate the purpose for negotiating a covert contract should not be included. Details concerning the requested contract should be given to the OSA Contracting Officer separately and made reference to in the reference line on the Form 1716.

SIGNED

JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

ADDRESSED TO:

Assistant Director, ORD-DD/R
Assistant Director, OEL-DD/R
Director, Communications, DD/S
Chief, SOD-DD/P
C/Scientific Intelligence Staff, DD/I
Chief, TSD-DD/P
Director, NPIC-DD/I

CC: C/Fin Div.
C/SD/OSA
C/CD/OSA
C/BF/OSA
DD/R Comptroller
RS/OSA

| AUTHORIZATION TO EXPEND FUNDS FROM OTHER COMPONENTS ALLOTMENTS | | DATE | | | | |
|---|------------------|--|------------------|------------------|------------------|----------|
| <p>TO : Assistant Director, OSA-DD/R</p> <p>THRU :</p> <p>ATTN : (A) Chief, Budget & Finance Branch, OSA DD/R (B) Chief, Contracts Division, OSA-DD/R</p> <p>SUBJECT : Request for Covert Contract</p> <p>REFERENCE:</p> | | | | | | |
| <p style="font-size: 2em; transform: rotate(-15deg); opacity: 0.5;">SAMPLE</p> | | | | | | |
| <p>SUPPORT, OR SERVICES, TO BE PROVIDED</p> <p>1. It is requested that the Contracting Officer, OSA-DD/R negotiate a contract with <u>(Name of Company)</u> on behalf of <u>(Division or Office)</u> in an amount not to exceed \$ _____, the details of which have been furnished separately.</p> <p>2. Due to the covert nature of this activity the contractual and financial administration of these funds should follow presently established OSA procedures. A duly appointed OSA approving officer should approve each payment.</p> <p>3. The amount stated above has been obligated and will be reported in the Summary Obligation Reports submitted by this office. The funds should be costed to the Allotment Number and Obligation Reference Number cited below.</p> <p>4. If property is obtained from this contract, receiving reports will be obtained (and sterilized if necessary) and copies will be forwarded to the Office of Logistics and the Finance Division to insure recording in the Property Accounting System.</p> | | | | | | |
| CHARGEABLE TO | | IF CHARGEABLE TO ACCOUNT NO. 144.1 | | | | |
| PROJECT | | FORWARD RECEIPTS SUPPORTING EXPENSES TO | | | | |
| ALLOTMENT NO. | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">ROOM NO.</td> <td style="width: 65%;">BUILDING N.A.</td> <td style="width: 20%;">EXTENSION</td> </tr> </table> | ROOM NO. | BUILDING N.A. | EXTENSION | |
| ROOM NO. | BUILDING N.A. | EXTENSION | | | | |
| OBLIGATION REFERENCE | | SIGNATURE OF DIVISION CHIEF | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 40%;">A. EXPENSE</td> <td style="width: 10%;"></td> <td style="width: 40%;">B. 144.1 ACCOUNT</td> </tr> </table> | | <input checked="" type="checkbox"/> | A. EXPENSE | | B. 144.1 ACCOUNT | DIVISION |
| <input checked="" type="checkbox"/> | A. EXPENSE | | B. 144.1 ACCOUNT | | | |
| SIGNATURE OF ACCOUNTABLE OFFICER | | SIGNATURE OF APPROVING OFFICER | | | | |
| FUNDS AVAILABLE | | CONCURRENCE | | | | |
| SIGNATURE OF BUDGET OFFICER | | SIGNATURE FOR FINANCE DIVISION | | | | |
| <p>Approved For Release 2002/09/04 : CIA-RDP81B00961R000100140008-3</p> | | | | | | |